

AVGEN INCENTIVES GROUP

What is TRIP?

TRIP stands for Tuition Reduction Incentive Program. An organization that chooses to participate in a TRIP program, provides their members with a credit for a percentage of the fundraising that they individually earn. The percentage is determined by the organization. The credit can then be applied towards payments that the members are required to make such as tuition or other costs. This is a method that some organizations use to increase participation and thereby reducing all active members costs.

USING THE EXCEL TRIP SHEET

Entering the Family Names

To use the trip sheet you must first enter the Family Names across the top of the sheet from left to right. If a new member needs to be added later then they must be added to the right of the last name. Do not insert names in between, change the order of the names or remove names as this will cause errors with the calculations. Once the names are entered then this becomes your master of all the names. Be sure to save this in your My Documents folder. You will then transfer the names to the Group Excel Order Form.

Transferring the TRIP Sheet Names to the Group Excel Order Forms

In order to prevent errors it is important to copy the names from the Trip Sheet into the current Group Excel Order Form prior to filling out your order. If you haven't already done so then you must save the Group Excel Order Form from your email to your My Documents folder. This is done by right clicking on the attachment and then left click on the "Save As" option. You may want to change the name to include the date. Once that is done then open the Trip Sheet. Once you are in the Trip Sheet then click on "File" then "Open" and select the Group Excel Order Form that you saved. You will now have two spreadsheets open, the Trip Sheet and the current Group Excel Order Form. To switch from one to the other, just click on the task bar at the bottom of your screen. From the Trip Sheet highlight the names to be copied, then right click on the left most name (cell D2) and then click copy. Switch to the Group Excel Order Form and right click on cell K4, then click paste.

Saving the Group Excel Order Form Totals into the Trip Sheet

Now you are ready to enter your order into the Group Excel Order Form. Once complete you should save your work. Next, highlight the last row of the Group Excel Order Form starting with column K and moving to the right until all the columns that were used have been highlighted. Next, right click on the left most cell of the highlighted area and click copy. Now switch to the Trip Sheet and under the left most Family Name right click and then click paste. Be sure to save your work. To change the percent on Trip Sheet enter the desired % in the bottom left.